COPY, PERSONALIZE, AND SEND FROM YOUR OWN EMAIL

Sponsor Welcome Letter Template

> For official unit sponsors and wingmen. Replace everything in brackets. Do not include anything sensitive about the unit mission, especially for Creech. Send from your official or personal email as your unit directs.

Subject: Welcome to [Nellis AFB / Creech AFB] and the [unit name]

Hi [Name],

Congratulations on your assignment to the [unit name] at [Nellis AFB / Creech AFB]. I am [rank and name], and I am your sponsor. My job is to help you and your family get here smoothly and get settled. You can reach me at [phone] or [email]. Our unit Commander Support Staff (CSS) is [CSS name, phone, email].

A few things to start now:

- Tell me your projected report date, how you are traveling, and who is coming with you (including pets).
- Reserve temporary lodging early. Nellis Lodging is 702-652-2711. [Creech: Creech has no temporary lodging, so families stay at Nellis or in town.]
- Set up your household goods shipment in DPS as soon as you have orders.
- If you have school-age kids, the School Liaison is 702-652-2894.
- The [Nellis 702-652-3327 / Creech 702-404-0864] Military and Family Readiness Center runs a pre-arrival orientation by Zoom. Ask them for the next date.

When you arrive: I can [meet you at the airport / meet you at lodging] on [date]. Your first stops are the unit CSS, finance, and the Military Personnel Flight. I will walk you through the in-processing checklist.

Helpful official links: the [Nellis / Creech] page on Military OneSource MilitaryINSTALLATIONS, Plan My Move, and the base newcomers page.

Welcome to the team. Call or text me anytime with questions.

[Name]
[Rank, duty title]
[Unit]
[Phone] · [Email]

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